

**Department of Liquor Control
Licensure, Regulation & Education**

2012-2013 ALCOHOLIC BEVERAGE LICENSE RENEWAL INSTRUCTIONS

Enclosed in this packet you will find a renewal application form for your Alcoholic Beverage License. Your alcohol license expires on April 30, 2012.

The renewal application fee is \$100.00, submitted with the application. Cash, Checks (made payable to Montgomery County, Maryland), or credit cards (MasterCard, VISA, Discover, American Express) will be accepted.

Renewal applications must be filed with the Board of License Commissioners no later than March 31, 2012. The LRE office is open Monday through Friday, from 9:00 am to 5:00 pm at 16650 Crabbs Branch Way (Second Floor – Room 203), Rockville, Maryland 20855. You are encouraged to bring the application in person. If mailed, make sure it is postmarked no later than March 31, 2011.

Any applications received after April 2, 2012, will be charged a \$50.00 late fee for each day the application is late. Please file your application early to avoid these late fees. **NO RENEWAL APPLICATIONS WILL BE ACCEPTED AFTER MONDAY, APRIL 9, 2012!**

The Board of License Commissioners will meet on April 12, 2012, to approve all renewal applications. You do not need to be present at that meeting. You will receive a letter from the Board with instructions as to when you may pick up your license and what the annual fee will be. All renewal licenses must be picked up by Monday, April 30, 2012, and displayed at your facility on May 1, 2012.

Any license modifications/changes must be brought to our attention; please call our office at (240) 777-1999 if you have any questions.

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2012 – 2013 RENEWAL APPLICATION DEADLINES:

- Monday, April 2, 2012: last day to submit the renewal application without incurring late fees
- Monday, April 30, 2012: last day to pick up and pay for your 2012-2013 alcohol license
- Tuesday, May 1, 2012: state law requires that the 2012-2013 alcohol license be posted at your facility when you open for business.
- The renewal application can be found on our website:
montgomerycountymd.gov/dlc